



CRISTY MARIE FUENTES

OBJECTIVE

To leverage my expertise in administrative tasks, social media management, and bookkeeping in a Virtual Assistant position, contributing to the efficiency and growth of your organization.

CONTACT INFORMATION

☎ +639292671874 /+639271283882

✉ Cristymariefuentes27.va@gmail.com

🌐 www.linkedin.com/in/cristy-marie-f-641358343

EDUCATION

Imus Computer College - Bacoor
Diploma in Computerized Accounting (09/2020 – 05/2022)

Cavite State University - Bacoor
Completed Coursework: Bachelor of Secondary Education, Major in Mathematics (06/2013 – 05/2015)

WORK EXPERIENCES

Document Controller

RMDC Realty – Las Piñas (12/2019 – 03/2021)

- Entertained and oriented home buyers.
- Created document transmittals and managed client documents in both digital and physical formats.
- Conducted client follow-ups via calls, messaging, and emails regarding requirements, payments, and home loan status.
- Managed company social media accounts for promotions and inquiries.

Cashier Merchandiser

All Day Supermarket – Bacoor (07/2019 – 11/2019)

- Processed sales transactions and accepted payments.
- Managed product displays, inventory, and promotions.
- Promoted and cross-sold in-store products.

Retail Cashier

Sandford Marketing Corp. – Bacoor (11/2018 – 05/2019)

- Processed register transactions and maintained cash balance.
- Addressed customer concerns and promoted products.

TRAINING CERTIFICATES

- **General Virtual Assistant Certificate** (July 2021)
- **E-commerce Virtual Assistant Certificate** (May 2023)
- **Social Media Management and Marketing** (May 2023)
- **Basic Computer Application Training** (May 2021)

Tools And Software Proficiency



Portfolio Link

https://drive.google.com/file/d/1PkOlObF1uf6bkJOEbptPiUHZZBPtUJtv/view?usp=drive_link

References

Available upon Request